

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

ACCOUNTING TECHNICIAN - AUXILIARY SERVICES

Salary Range 17

BASIC FUNCTION:

Under the direction of the Director of Auxiliary Services, maintains and balances accounting and financial records for bookstore and cafeteria functions; maintains a full set of accounts including accounts payable and receivable, journals and general ledger; prepares comprehensive statistical and financial reports including income statement, balance sheet and Board report; provides guidance and coordinates with other bookstore and cafeteria personnel pertaining to sales, returns, inventory, and cashiers; interacts with vendors, customers, faculty and others as required. Performs other related duties as may be assigned.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

Post invoices, credits to journal and general ledger; prepares and mail checks to vendors for accounts payable. (E)

Maintains and adds new customers and accounts, billing and payments; posts to journal and general ledger for accounts receivable. (E)

Maintains control of cash and safe; orders adequate cash for bookstore and cafeteria cashiers for beginning cash and change; assists cashiers with credit card, ATM, checks, cash register problems. (E)

Prepares bank deposits of sales and other cash receipts; audits, verifies, and post daily sales to appropriate journals and general ledger. (E)

Opens, sorts, and distributes mail to appropriate parties.

Interacts with district accounting, customers, and vendors, banks, outside accountants, financial aid and faculty to resolve discrepancies and clarify issues. (E)

Reconciles bank, credit card, ATM statements for bookstore and cafeteria. (E)

Reconciles and balances A/P and A/R journals to general ledger. (E)

Posts inventory control (ICS) invoices and credits to the accounting module (IAS) in PRISM in both accounts payable and general ledger. (E)

Maintains payroll records for bookstore and cafeteria; verifies, corrects, posts to ledger and approves payment of district invoices for payroll. (E)

Prepares sales tax reports for bookstore and cafeteria; reconciles to POS and remits payments to the Board of Equalization. (E)

Prepares monthly income statement, balance sheet and board report for the bookstore and cafeteria. (E)

Closes fiscal year end in PRISM bookstore and Peachtree cafeteria after all journals and general ledger postings are entered; adjusts entries ensuring trial balance is accurate. (E)

Provides work guidance and direction to others; trains and supervise student and temporary workers. (E)

Performs other related responsibilities as may be assigned. (E)

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school supplemented by college-level accounting courses and three years increasingly responsible financial recordkeeping and accounting clerical experience.

KNOWLEDGE OF:

Accounting principles and practices including preparation of complex financial statements.

Tax laws and reporting requirements.

Applicable sections of State Education Code and other applicable laws.

Modern office practices, procedures and equipment.

Financial and statistical record-keeping techniques.

Principles of training and providing work direction.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Technical aspects of assigned program or function.
District organization, operations, policies and objectives.
Operation of a computer terminal.
Oral and written communication skills.

ABILITY TO:

Perform technical accounting duties and maintain accounts, journals and ledgers related to assigned program operations.
Prepare financial statements in accordance with District policy and generally accepted accounting principles and practices.
Add, subtract, multiply and divide quickly and accurately.
Train and provide work direction to others.
Work cooperatively with others.
Type at an acceptable rate of speed.
Work independently with little direction.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Plan and organize work.
Maintain records and prepare reports.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Perform clerical duties such as filing, duplications, typing and maintaining records.
Operate standard office equipment including a computer terminal and typewriter.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Provides work direction to student and temporary workers.

CONTACTS: Co-workers, other departmental personnel, agencies, vendors.

PHYSICAL EFFORT: Requires the ability to exert some physical effort, such as walking, standing and light lifting
Minimal dexterity in the use of fingers, limbs and body in the operation of office equipment.
Tasks require extended periods of time at a keyboard.

WORKING CONDITIONS:

Normal office environment.